

City of Chattanooga, TN
Personnel Class Specification

Class code 0250

FLSA: Exempt

CLASSIFICATION TITLE: PURCHASING AGENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage and direct the City's acquisition of quality equipment, materials, supplies, and services, while maintaining the integrity of the City's purchasing process.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing and assigning work, counseling, disciplining, and completing employee performance appraisals; coordinates training for department; handles all other personnel issues, including hiring, firing, and requesting additional personnel.

Directs and administers the City's purchasing functions to ensure the highest level of integrity in the process; continually monitors and evaluates the purchasing process and functions to ensure timely and quality service to City departments; establishes, maintains, and updates purchasing procedures for the City as necessary; establishes and monitors progress towards division goals.

Coordinates and supervises the processing of purchasing requisitions; receives and logs incoming requisitions; makes assignments to subordinate staff; tracks the progress of outstanding requisitions; provides assistance to purchasing staff as necessary; works to resolve problems with City departments and/or vendors requiring managerial intervention.

Coordinates with other departments in relation to purchasing functions; assists departments with special acquisition needs and interpretation of purchasing policies and procedures; attends meetings requiring input on purchasing and procurement; coordinates training or other appropriate means of communication concerning changes in purchasing procedures.

Oversees bidding process; schedules and officiates at pre-bid meetings and bid openings; examines each bidding process for compliance with guidelines and regulations; opens, confirms, and evaluates bids; works with purchasing staff and client department to select the most qualified vendor; notifies vendors and

departments of contract awards; confers with requisitioning department when bid specifications are not met.

Prepares and maintains Purchasing Department budget; monitors expenditures for compliance with adopted budget; prepares all required financial reports.

Oversees automated purchasing system, updating and modifying as needs warrant; confers with data processing personnel to address system problems and needs.

Officiates all sales and auctions of surplus equipment and materials; collects monies from sales; verifies and notarizes bills of sale; reconciles monies with goods sold; sells scrap materials at the best possible price.

Directs collection and distribution of internal and external mail/packages for the City; evaluates and selects optimal shipping or mailing methods; continually monitors the efficiency of mail collection and distribution.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes government purchasing or requisition; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain certification as Certified Public Purchasing Officer.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.